SIS2000+ Training Manual

Scheduling Set-Up

Define Classrooms

Using the Classroom Editor

Pre-Requisites

The target school site must have been defined using the School Editor program; and the user must be logged on to that school site.
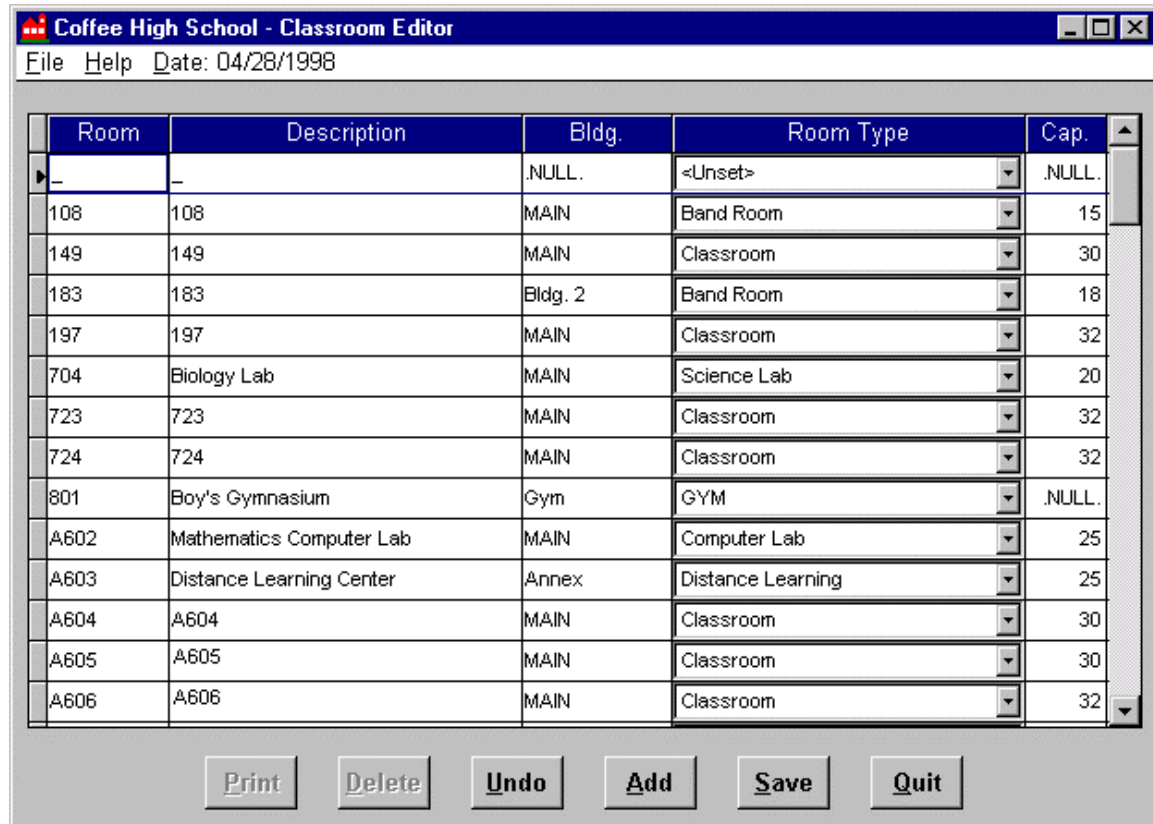
Purpose

The Classroom Editor defines classroom attributes for a school site; such as room numbers, building, classroom type, and seating capacity. The list of classrooms defined here will appear as selections in the Classroom field in the Section/Segments Information screen when scheduling a course section in the Master Schedule Editor. A classroom must first be defined in the Classroom Editor before it can be referenced in the Master Schedule Editor. This information is not required to schedule students into a course, but it is used in several scheduling reports and in the Master Schedule.

Training Objectives

Define the classrooms for your school.

Launch the Classroom Editor

The Classroom Editor will open showing a listing of the classrooms that have been defined for the school that you are logged in to. If no rooms have been defined yet, the grid will be empty.

Room	Description	Bldg.	Room Type	Cap.
_	_	.NULL.	<Unset>	.NULL.
108	108	MAIN	Band Room	15
149	149	MAIN	Classroom	30
183	183	Bldg. 2	Band Room	18
197	197	MAIN	Classroom	32
704	Biology Lab	MAIN	Science Lab	20
723	723	MAIN	Classroom	32
724	724	MAIN	Classroom	32
801	Boy's Gymnasium	Gym	GYM	.NULL.
A602	Mathematics Computer Lab	MAIN	Computer Lab	25
A603	Distance Learning Center	Annex	Distance Learning	25
A604	A604	MAIN	Classroom	30
A605	A605	MAIN	Classroom	30
A606	A606	MAIN	Classroom	32

Coffee High School - Classroom Editor
File Help Date: 04/28/1998

Print Delete Undo Add Save Quit

Classroom Editor with rooms defined.

Room – the code or number given to a room. (maximum of 7 characters)

Description – the description of the room. It may be the same as the code or number, or it may be different. (maximum of 32 characters)

Bldg. (Building) – the building in which the room is located. (maximum of 10 characters)

Room Type – the type of room it is; such as 'Classroom', 'Science Lab', etc. (from the Classroom Type Codes table)

Cap. (Capacity) – the maximum capacity of the room; or the number of seats in a room. (maximum of 3 digits)

Add / Edit / Delete Classrooms

To add a new classroom to the list, click **Add** and enter in the appropriate information.

To edit information for a classroom that's already on the list, select the room, click **Edit**, and change the pertinent data.

To delete a classroom from the list, select that room and click **Delete.**

When you are done making changes, click **Save** to save them, or **Undo** to undo the changes and restore the information that was there before you made your changes (Deletions will not be restored).

What's Next?

Now that the classrooms have been defined for your school, you can go to the Master Schedule Editor and link them to the appropriate sections of your courses.